



DEPARTMENT OF THE NAVY  
NAVAL WEAPONS STATION YORKTOWN  
P.O. DRAWER 160  
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 1700.3E

OOM

29 Jan 02

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 1700.3E

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: NAVY SPONSOR PROGRAM

Ref: (a) MILPERSMAN 1740-010  
(b) OPNAVINST 1740.3A

Encl: (1) Sponsor Assignment for Newly Arriving Personnel  
(2) Sample Letter to Newly Arriving Personnel

1. Purpose. To set standard procedures for the Command sponsorship of military members newly assigned to Naval Weapons Station Yorktown (WPNSTA Yorktown), as required by references (a) and (b).

2. Cancellation. WPNSTA YORKTOWNINST 1700.3D

3. Background. The Navy Sponsor Program is an effective method of easing the difficulties encountered by Naval personnel and their families in permanent change of station (PCS) transfers. The key to an effective program is personnel involvement at all levels. The following procedures will be strictly adhered to by all concerned to make sure personnel are provided assistance where desired.

4. Action.

a. The Command Master Chief (CMDCM) shall:

(1) Ensure all personnel ordered to this Command are assigned a sponsor and receive appropriate information.

(2) Using enclosure (1), assign an appropriate sponsor.

b. The Sponsor shall:

(1) Become familiar with references (a) and (b). The CMDCM is available to answer any questions the newly assigned sponsors may have regarding duties and responsibilities.

29 Jan 02

1700  
00M  
(Date)

## MEMORANDUM

From: Command Master Chief, Naval Weapons Station Yorktown  
To:

Subj: SPONSOR ASSIGNMENT FOR NEWLY ARRIVING PERSONNEL

Ref: (a) WPNSTA YORKTOWNINST 1700.3E

Encl: (1) Transfer Authorization (BUPERS Order)

1. Effective this date, you have been appointed as the sponsor for \_\_\_\_\_.

2. In many instances, personnel reporting onboard this Command for duty are unfamiliar with the Command's mission/organization, as well as the many and varied services available to them. The first impression newly reporting personnel have of a command is a lasting one, which will most likely set the tone of their performance throughout their tour of duty. You are reminded that many personnel are confused and apprehensive about new assignments. A warm and informative welcome from all levels of the Command can do much to dispel any fears or anxieties.

3. The Sponsor Program was developed with the intent of conveying a sincere "Welcome Aboard." Please write/phone the above named individual within the next 3 days and offer to answer any questions he/she may have. Request any kind of information, which will assist you in helping the individual with travel and or berthing needs. I have already mailed the newly arriving personnel a letter advising him/her of your sponsor assignment.

4. Do not take your duties and responsibilities as Command Sponsor lightly. The Commanding Officer and Executive Officer are very interested in welcoming all newly arriving personnel and making them feel that they are part of our community. You are encouraged to solicit the assistance of myself (887-4345), the Administrative Office (887-7572/4444), the Public Affairs Office (887-4965) and the Fleet and Family Support Center (887-4606) for support on resources in fulfilling your duties. Sponsor duties and responsibilities are outlined in reference (a).

Enclosure (1)



WPNSTA YORKTOWNINST 1700.3E  
29 Jan 02

SAMPLE LETTER TO NEWLY ARRIVING PERSONNEL

1700  
Ser OOM/

Rate/Name/Component  
Command  
Address

Dear Rank/Name:

We have received notification of your assignment to Naval Weapons Station Yorktown, VA and wish to welcome you onboard. You will have the unique opportunity to be part of the Navy's premier Weapons Station.

The command was originally established as the Naval Mine Depot in 1918 and on our 40<sup>th</sup> anniversary, 7 August 1958, we became known as Naval Weapons Station Yorktown. We are located on the historic Virginia Peninsula between Williamsburg and Norfolk. There are numerous outdoor activities including hunting, fishing, boating, and camping. We're also only minutes from Busch Gardens and Water Country USA.

To assist you in your move, (sponsor's name and work place) has been assigned as your sponsor. You are encouraged to contact (him/her) immediately so (he/she) can assist in making your move as smooth as possible. Any questions can be directed to (him/her) at the following:

Telephone: (757) 887-(ext)      DSN: 953-(ext)  
Station Website: <http://www.nwsy.navy.mil>

I hope you find your tour at Naval Weapons Station Yorktown both challenging and rewarding. I look forward to your arrival.

Sincerely,

(XO's signature block)  
(Rank), U.S. Navy  
Executive Officer  
By direction of  
the Commanding Officer

Enclosure (2)